Setting up a user to access the NT Network :

(These options are set from selecting the properties sheet from right clicking on Network Neighborhood.)

- Make sure primary login is Microsoft NT Network
- Under TCP/IP protocol, make sure that the Secondary WINS server number is present, if it is not, put it in. (IP number is 155.78.100.122 and 155.78.100.120)
- Under client for MS Networks, make sure that the Logon to NT box is checked, and that CENAD is entered in the text box below that.
- Under the Identification tab, the persons computer name should be of the format NAP-AAA###. Where AAA are the persons initials and the ### is the last part of the persons IP address. (Which can be found under the TCP/IP protocol properties.
- Workgroup is CENAP
- Computer Description is the persons full name, if the computer is a shared computer the name should be the name of the branch and/or a location.

NOTE : FOR MS EXCHANGE THE ONLY SERVICE WHICH SHOULD BE INSTALLED ON A WORKSTATION IS THE <u>MS EXCHANGE SERVER</u> AND <u>PERSONAL ADDRESS BOOK</u>. NO OTHER SERVICE SHOULD BE INSTALLED ON THE WORKSTATION. ON LAPTOP INSTALLATION <u>MS FAX</u> CAN ALSO BE INSTALLED. Also, on laptop installation, PRIMARY NETWORK LOGIN should be the WINDOWS LOGIN and NOT the Microsoft NT Network.

Software Installation :

All software which needs to be loaded with the MS NT Network migration is located at :
        \\nap01\install

\Adobe   -   Adobe Acrobat Reader
        Installation - Install with the default options

\MS Office   -   Microsoft Office 95
        Installation - Install with Custom installation, and select all options, excluding the Bookshelf
option
                If hard drive space is an issue, then deselect some of the less common components and
        special features.

                After MS Office installation is complete, you must open each office application and set
        the default open folder to be E:\My Documents. This is generally located under the Tools,
        Options menu.

\Exchange   -   MS Exchange Client
        Installation - Install using the default options and select typical installation.
        Once Exchange is installed, log in as that person and double click on the Inbox icon to setup the
mail service for that person. The options which should be installed for services are MS Exchange Server,
and Personal Address book. No other services need to be installed. If any other services such as Internet
mail are check to be installed, uncheck them.

                When setting up the persons mailbox, the Exchange (Mail) server is NAPMAIL01, and enter the
persons name as First and Last name. Using their full (correct) name. (ie Steve, would be Stephen, Ed
would be Edward). Click on the check name button to verify that person. When the person has been

verified, an underline will appear under that persons name, and the mail server. Click OK to finish the setup.

Next, open MS Schedule+, and select the option to create a new schedule. It will then prompt you for a filename. Using the default filename it supplies is fine. Once in Schedule+, click on Tools, Options, and click on the Synchronize Tab. Make sure that all three check boxes are checked. Click on OK, and then close Schedule+.

\Winzip   -   Winzip 95
          Installation - use the default installation options.

\IBMAV   -   IBM Antivirus
          Installation - use the default installation options.

\Formflow   -   FormFlow
          Installation - simply use the defaults, clicking on OK until the installation starts.

MSIE95   -   MS Internet Explorer
          Installation - click on yes for selecting the components you want installed. Uncheck the Internet Mail and Internet News options from the dialog box.

After installation is complete, open Internet Explorer (after restarting PC) and set the default web page to be www.nap.usace.army.mil, and adding www.usace.army.mil to the favorites folder. The startup web page is set by clicking on View, Options and clicking on the Navigation tab.

\Hyperteminal   -   Hyperterminal
          Installation - Use the defaults.

\WSFTP95   -   WS FTP 95
          Installation - copy the folder to the persons C drive and then create a shortcut to in on the start menu and on the desktop.

\DKLite   -   Disk Keeper Lite
          This program only needs to be installed on machines running NT 4.0. This is a shareware defragmentation program for NT.